Msc - november 6
Sarah McHugh, Marilyn Trosper, Carrie Terrell, Lauren McMullen, Eric, Mike Hamlett, Patty Jones, Rita Kraus, Roberta Gebhardt, Dorothy Laird, Michael Ober, Jim K, Gloria Langstaff, Suzanne Reymer, Mike Price, Charlene Porsild, Jenny, Sue Sillick, Kathy Roberts, Cyd, Barbara dillon, Claire Morton, Bette Ammon, Bridgett Johnson, Bruce Newell, Susie Holt

Budget update - Bette

Business plan update - Bruce
MSC today will make a decision about this plan. Gathered advice and input from many throughout the state - including thenetworking taskforce, msc members, state library folks, others. Licensed with SIRSI to have up to 500,000 records. As we go over that we have to increase licensing with sirsi.   Budget issues - will need to increase payments to ITSD. Total requests from MLN for the shared catalog 270000. 232000 for adding new libraries.
        Plan - input from the executive committee and the networking taskforce primarily. Networking taskforce recommended keeping the MSC as a MLN/State Library project gradually moving toward self governing but not fiscal independence. Bruce asked to figure MSC expenses with and without LSTA money so the consoritium understands what it would take to operate without that funding.
        Technology and training - catalog stability issues. Problems with no redundant power supplies, redundant internet service (dual homing), Sirsi needs access to that applicationserver currently denied because of ITSD security. Recommendation is to migrate the server to an off state location with backup power, dual homing, workable hardware. Suggestion to migrate to an internet hotel, buy two servers -one with test,
        Query- have we considered a lease? Cost savings unknown but it's a very interesting idea. COuld we go on with OMNI? No - they're out of space. But they will help us with reciprocal configuration so we could have true offsite backup. Flathead county library has a five yer old rx6000 that could be made available.
        At this point the total cost of purchasing our own server is about $103000.
Staffing issues are related - recommendations are to go ahead with migrating the catalog from NTF and MSC EC. Should we not add new libraries during this time? There are a number of public and school libraries who are interested in joining MSC. Plan adds an IT person in FY05 funded by not paying ITSD and adding libraries including one big library.
        Timeline - Bruce presents a first draft of a timeline that needs review from MSC and Sirsi. For existing libraries this should cause as little stress as possible. Timeline will be affected by options mentioned above - who we buy the server from, RFP, lease idea, etc.
        Training - keep up the good work training each other and bringing in SIRSI as we need to. Bookings and ILL modules are now available and libraries starting those up can help train others who are interested. Evaluations of training? Yes, Sarah will put one out for the statistics training yesterday.
        Staffing - we're actually contracting out a lot of the staffing now. Business plan covers additional staffing needs - IT, cataloging, training. Having a full cataloging library upload records to OCLC for non full cataloging libraries - have done this twixt MPL and Lincoln County Library.
        MSC is a common good. COntinue welcome libraries sustaining a prudent growth.
        Shall we approve the business plan? How will the contingency fund get built up again?: Libraries are assessed ten per cent each year.
        Business plan is a dynamic document. It's a document that shows we have our act together. It's what the group as agreed upon.
        Pursue options based on using sixty thousand of the contingency funds,Eric otion to approveJenny - Agreed.
        Several next tasks - Bruce will work with Darlene and Karen to determine how the state library commission will learn about it.

        Scheduling future upgrades - though it owuld be wonderful to plan major upgrades to happen in the middle of the night, Sarah and Mike want sirsi to be available at the time of the upgrade. However Sarah and Mike need to keep the MSC libraries apprised of what's going on

during the upgrade and should try to let libraries know earlier when an upgrade is planned. Often, though, Sarah and Mike don't know sirsi's availablility until a day or so before. Also libraries know what they need to do to be ready for upgrades and how the upgrades affect things like the operating system on library computers, how the upgrade affects things like self check, ect.

MSC members contract - a subcommittee of the executive committee reviewed the members contract and the functions of the exectuvie committee and the work groups. EC - Sarah, Bette, Dorothy, Carrie, Charlene, Michale, Mary Ann, and Bridgett.

Recommended changes to the contract from the EC - Bob Cooper was instrumental in developing changes to the contrct. Some of these involve rearranging the order of items within the contract - eg - moving the governance explanation near the top, rewriting some sections (correcting and remedial measures). The contract should contain information that will not be subject to frequent change. It should include a statement of purpose and clealy explain the responsibility of participating libraries. The contract should be among all the MSC libraries and the State Library rather than the MLN.

Further recommendation - create bylaws that cover the operating procedures of the MSC. Include such things as time for annual meeting, procedures for calling a special meeting, makeup of the executive committee, method of selecting members of the executive committee, method of selecting a chair and vice chair of the executive committee who would probably chair the meeting, list of officer duties and responsibilities of the committee, how to amend the bylaws.

The EC would like to know if the group would like to simplify the contract and develop bylaws? Consensus of group - yes.

The current EC as a whole will be developing these changes.

Shall we keep the current EC committee until we create the new bylaws? Yes.

Also create some sort of evaluation of the shared catalog - an opportunity for libraries to annually review the catalog and recommend changes.

Sharingdatabases - M:PL, TFPL, Bitterroot, St ignatius, Anaconda, MSL one group - MOS and DOT another group.

Database cleanup - four catalogers are working on this and doing an amazing job. Sarah is extremely gratified about this project and how it is developingl. This cleanup has priority and the EC recommends going forward with finishing the cleanup and funding that cleanup. Patron satisfcation with searching the database is paramount. Will have to postpone the authority control maintenance one more time.

When the cleanup is completed OCLC records will be updated to truly reflect individual library holdings.

After spending this time and money cleaning up the catalog, it's essential that we develop guidelines to keep it clean. Some cataloging purists may have to compromise on certain issues.

There are some brief records for individual magazines and items that folks aren't worried about getting back. That would have to be checked out through ephemeral so that the brief recordwould disappear immediately. If you don't want to use ephemeral crete a brief record but when it is checked back in, you know that you need to look at that record and decide if you're going to add it to an existing record or wipe it out. make the item's home location cataloging. That can be set up as "cataloging."

Jennie -serials - open publication dates - they would like to combine all volumes to a single bib with an open entry date.

ENhancementsrequests from MSC need to be collected and priortized - info can come from annual evaluations.